

CENTRAL REFERENCE SERVICE
PERSONNEL DEVELOPMENT PROFILE

Computer-Related Positions
GS-09 - GS-11

ASSIGNMENTS

Programmer

TRAINING

Orientation

CIA Today and Tomorrow

Skills Development

Effective Writing
Fundamentals of Supervision and Management
Supervised on-the-job training (24-36 months)

Functional Development

IBM Assembler Workshop
IBM Direct Access Storage Data Management
IBM Multi-programming Services
OJCS Systems Analysis
OJCS Systems Design

**CENTRAL REFERENCE SERVICE
PERSONNEL DEVELOPMENT PROFILE**

**Computer-Related Positions
GS-12**

ASSIGNMENTS

Computer Specialist

TRAINING

Skills Development

Effective Briefing
Fundamentals of Budgeting
Managerial Grid
Project Officer in the Contract Cycle
Managing Management Time (USDA)
Supervised on-the-job training (24-30 months)

Functional Development

Project Management (IBM)
Managing Data Processing (IBM)
Microform Technology
Teleprocessing Systems Design

Professional Development

Guide Conference
National Computer Conference